

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

ORDER FOR COPIES OF BANKRUPTCY CASES

Copy Packages Available

Pre-Selected Documents (Individual only): Includes the following documents, to the extent that they are contained in the case file: **Discharge of Debtor (or Order of Dismissal or Final Decree), Voluntary Petition, Summary of Debts and Property, Schedules D, E and F (Note in some jurisdictions Schedules may be listed as A1, A2 and A3).** We will make no substitutions for these documents. The package price includes a maximum of 20 pages. Copies over the package maximum will be charged per copy. We will notify you if the total number of copies will exceed 20 pages.

Entire Case File: Includes all documents in a Business and Individual case file. The package price includes a maximum of 70 pages. Copies over the package maximum will be charged per copy. We will notify you if the total number of copies will exceed 70 pages.

* **Certification:** A seal certifying copies to be a valid reproduction of the file. This is available for an additional charge for all packages delivered by mail or express shipping. **Certification for faxed copies is not available.**

If you **do not** want the **Pre-Selected Documents or Entire Case File copied**, you can make an appointment to review the file at our facility to select the documents needed, or you may contact the court where the case was closed or filed and make arrangements to review the case at the court location.

To make an appointment to review the file, call us at: 817-831-5900, Monday–Friday (excluding Federal holidays), 8:00 a.m. to 4:00 p.m.

General Information

- Use a separate NATF Form 90 for each file that you request. **Discard this instruction sheet.** You must complete blocks 3–7 or we cannot search for the file. Please allow 2-3 business days for processing your order.
- We will notify you if paying by check or money order, a separate payment is required for each individual request.
- We will notify you if your package exceeds the page limit; a \$0.50 per copy fee will need to be applied for each additional page copied.
- Orders can be sent by overnight delivery (FedEx) at an additional charge.
- Orders can be faxed if the page count is 25 pages or less. All orders exceeding 25 pages will need to be mailed. **Certified copies are bound and CANNOT BE FAXED.**
- Request may be returned if the necessary information is not supplied or if the credit card is declined. Case information should be obtained from the court in which the case was filed.
- Please note that contents of recent cases may be in both electronic and paper form. If we cannot provide you with documents you request we will refer you to the Court that adjudicated the case.
- Questions? Concerns? Contact our Research Room staff at the number shown above.

PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. The OMB Control No. for this information collection is xxxx-xxxx. Public burden reporting for this collection of information is estimated to be 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the information collection, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE FORM ITSELF.**

Check # _____